



Department of Growth Management Building Division

Date:

Re: **Lake County Competency Card**

Dear

Our records indicate that the application for your Lake County Competency Card is incomplete. I am returning your paperwork and check. The items checked below are not in compliance or are missing from the package. All paperwork must reflect the same information on your state card (i.e., if the state card is issued with a business name, then all documentation submitted must also show the business name).

- ____ 1. Copy of Block examination for competency, and have mailed to the Building Official a letter of reciprocity from the agency through which you took a Block Examination. The passing grade for Lake County is 75.0%, and you **MUST** have taken the Business and Law examination.
- ____ 2. Give **original** bond in a sum of \$5,000 conditioned upon compliance with the provisions of the law and all rules, regulations, and codes adopted by the Board of County Commissioners.
- ____ 3. An affidavit stating that applicant will not undertake any work outside the scope of the certificate of competency for which he/she is applying.
- ____ 4. Certificate of insurance to the Board of County Commissioners for commercial general liability in the minimum amount of \$300,000 per occurrence.
- ____ 5. Certificate of insurance to the Board of County Commissioner that the requirements of the worker's compensation law of Florida have been met or a copy of the approved DWC-250 exempt form from the State.
- ____ 6. Copy of current occupational license (from any county or city).
- ____ 7. Copy of State of Florida Registration Card.
- ____ 8. Check payable to the Board of County Commissioners, or cash, in the amount of \$_____ as required by Lake County.
- ____ 9. Evidence of registering with the Secretary of State (if using a fictitious name or if incorporated).

If you have any questions please call Kathy Padgett at (352) 343-9653 ext. 5438 or Jessica Clark at ext. 5497. Fax (352) 343-9661.

Sincerely,

Kathy Padgett
Licensing & Building Specialist